

**Supplemental Instructions
DFAS R&A Pay**

**DD Form 2788
Child Annuitant's School Certification**

When to use this form:

The DD Form 2788 is sent out 4 months prior to the child annuitant's 18th birthday and systematically whenever a school term is scheduled to end. A child's eligibility to continue receiving Survivor Benefit Plan (SBP) payments ends when the child turns 18 unless proven to be in school is incapacitated/incapable of self support. In order to continue SBP payments, DFAS needs a valid DD Form 2788 when the child turns 18 and at the end of every school term when child is over the age of 18

To complete the DD Form 2788, please follow the instructions below. Please note that an incomplete DD Form 2788 will delay the processing of any monies due on the account. Carefully read and complete all information as requested, and be sure to include any required documentation with your submission. If DFAS does not receive a valid DD Form 2788 within 60 days, the SBP payments will be suspended until receipt of a completed form.

Instructions by Section

Identification Information		
	Section	Instructions
1.	Member's SSN	The Social Security number of the deceased Parent
2.	Member's name	The deceased Parent's name
3.	Annuitant's SSN	Social Security number of the Student
4.	Annuitant's Name	The Student's name
5.	Legal Representative	ONLY required if Student is under age of majority (18)

Student's Certification			
	Section	Instructions	
6.	Date of Birth	In Year, Month, Day format	
7.	Marital Status	If yes, attach a copy of the marriage certificate	
8.	Attending School Full Time	Check Yes or No	
9.	If Attending School Full Time	(a) Name of School	(b) School's address (c) School's telephone number
10.	High School	Date of graduation in year, month, and day format (YYYYMMDD)	
11.	If other than High School	(a) Beginning date	(b) Ending date
12.	If not attending School full time	(a)) Name of Last School	(b) School's Address (c) School's Telephone Number
13.	If High School	Date of Graduation	
14.	If other than High school	(a) Beginning date	(b) Ending date
15.	Planning to attend school full time in the next 150 days	Check YES or NO	
16.	Complete if 15 "YES"	(a) Name of School	(b) School's address (c) School's Telephone number
17.	Semester/Term dates		
18.	Signature of Student or Legal Representative		
19.	Date Signed		

School Official's Certification of Current Attendance (To be completed by a school official)			
	Section	Instructions	
20.	Check Yes or NO	YES (complete Sections II and IV)	NO (complete Section IV)
21.	Dates of Current School Term	(a) Beginning date	(b) Ending date

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22.	Type of Educational Institution	Check appropriate box
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School Official's Certification of <u>Past</u> Attendance (To be completed by a school official)						
	Section	Instructions				
23.	Student attended High School	Enter graduation date				
24.	Student attended a School full time other than High School for a term that has ended	date of prior school attendance (This is required for school attendance that has already been completed to validate annuity entitlement)				
25.	Student DID NOT attend School full time	The last date the student attended school full time				
26.	School Official	(a) Name	(b) title	(c) Telephone number	(d) Signature	(e) Date
27.	Remarks	Any information concerning school attendance not already covered				

Please Note:

Verification from the National Student Clearinghouse: Automated clearinghouse is used to verify a student's enrollment for purposes of establishing continued student status in order to continue as an eligible child SBP annuitant. Based on the college, the annuitant can obtain their official certification of enrollment on-line from the [National Student Clearinghouse](#). This form of verification is accepted as proof that the annuitant is an eligible student enrolled full time in college.

****This form is an acceptable substitute for having Section IV filled out by the certifying school official****

Please return all documents to:

Defense Finance and Accounting Service
Retired and Annuitant Pay
P.O. Box 7131
London, KY 40742-7131

Please direct questions to the address above or call our customer service representatives at 800-321-1080, between 7:00 a.m. and 7:30 p.m. Eastern Standard Time, Monday through Friday.